

**INDIANA EMERGENCY RESPONSE COMMISSION
HOSTED BY THE ST. JOSEPH COUNTY LEPC
COUNTY CITY BUILDING, 4TH FLOOR COUNCIL CHAMBERS
227 WEST JEFFERSON BOULEVARD
SOUTH BEND, INDIANA
MONDAY JULY 10, 2006, 1:00 P.M.**

WELCOME AND INTRODUCTION

Mr. Phil Roberts, Director of the Response Division at Indiana Department of Homeland Security, called the meeting to order. He stated that he was the proxy for Mr. Eric Dietz, Chairman of the Indiana Emergency Response Commission (IERC). Mr. Roberts welcomed all meeting attendees and introduced Mr. Luther Taylor, Fire Chief of South Bend.

Mr. Luther Taylor welcomed the IERC to South Bend on behalf of Mayor Steve Luecke and the City of South Bend. He commended the commission for meeting the challenges set before them and encouraged them to keep up the good work. He noted that some of the ongoing work in the State of Indiana was challenging and needed some improvement. However, he hoped that information sharing and work cooperation among the various emergency agencies would make Indiana a better place in which to live and work.

ROLL CALL TO ORDER

Phil Roberts—Proxy, Chair IDHS
Dean Larson, PhD—Public
Carol Shelby—Public
Bernie Beier—Local Government

Bruce Palin—Proxy, IDEM Commissioner
Robert Reilley—Industry
Sherman Greer—Local Government
Mike Bigler—Proxy, State Fire Marshall

The following commission members were absent:

William Reed—Public
Thomas Melville—State Government

James Prigden—Industry
Michael Pace—Industry

The following staff members were present:

Laura Steadham—IDEM
Larry Hamby—IDHS

Ian Ewusi—IDEM/IDHS
Bradley Gavin—IDHS

The following were members of the audience:

John Halewicz—Elkhart County LEPC
Mike Jacobs—St. Joseph County Health/LEPC
Russ Ragimbekov—MACOG
Jim Lopez—South Bend Fire Department

John August—Adams County EMA/LEPC
Corey Hull—MACOG
John Carlson—St. Joseph County GIS
Greg Metzger—South Bend Fire Department

Baird Ritter—St. Joseph County LEPC
Jeff Larmore—Marion County LEPC
Jeanne Mahoney—St. Joseph County EMA/LEPC
Luther Taylor—Fire Chief, South Bend, Indiana

Gene Gray—Marshall County EMA/LEPC
Jennifer Tobey—Elkhart & St. Joseph County LEPC
Mike Aylesworth—Director, IDEM, South Bend
John Pinter—St. Joseph County Red Cross

QUORUM

A quorum was present.

CONSIDERATION OF THE MINUTES

Mr. Roberts called for consideration of the May 8, 2006, meeting minutes. A motion was made by Mr. Roberts and seconded by Mr. Larson to accept the minutes without amendment. Following no discussion, **MOTION CARRIED.**

REPORT OF THE CHAIR

Mr. Roberts thanked Jeanne Mahoney for facilitating the IERC meeting in South Bend. He stated that there was no report from the chair.

COMMITTEE REPORTS

Communications Committee—Mr. Sherman Greer, Chair

Mr. Greer reported that the Communications Committee had met earlier that morning on the following issues:

- The committee approved the agenda for the upcoming LEPC conference scheduled for October 27–29, 2006, at the Marriott East Hotel in Indianapolis. Mr. Greer indicated that the list of speakers had been completed and would be provided for the Emergency Management Alliance of Indiana (EMAI), the conference managers.
- The committee would recommend to the EMAI that the LEPC one-day conference fee be \$75 rather than the \$150 fee charged previously for attending any part of the conference.
- The profiles for the new IERC members were to be submitted to the committee so that they could be published in the *Hoosier Responder* newsletter.
- Updating information at the IERC website was going to be monitored by some selected committee members to ensure accuracy and correctness.
- It was indicated that there was a need for developing a calendar of statewide hazardous materials training that would be current and posted at the IERC website. The committee would work with Joe Wainscott, Director of Training with IDSH and also a member of the IERC training committee, on this issue. Furthermore, Indiana's emergency response agencies would greatly benefit from having access to the training calendars of each the 10 IDHS Planning Districts.
- Creating usable electronic LEPC compliance forms to facilitate electronic submission of compliance documents to the commission.

Technical Committee—James Pridgen, Chair

The Technical Committee had nothing to report.

Policy Committee—Dean Larson, Chair

Mr. Dean Larson reported that the Policy Committee met had met earlier that morning and that the main item considered was reviewing a request for expenditure submitted by the Elkhart County LEPC. He indicated that two members from the Elkhart LEPC were present and would answer any specific questions from the commission. Mr. Larson indicated that the Elkhart County LEPC had received a request from Elkhart General Hospital to assist in the purchase of equipment to be utilized in training EMS Responders. This would entail the purchase of software to be used for a C-Burn model called the Meti-man, a human-like robotic patient/mannequin geared to simulate numerous medical symptoms for training purposes. The LEPC was requesting an amount of \$22,000, although the exact amount may slightly increase depending on the time of purchase. The expenditure would also include updating the software package used with this mannequin and training of the personnel. Mr. Larson indicated that endeavor was a cooperative effort with Elkhart General Hospital, Goshen Hospital, and training for EMS Responders all across Elkhart County.

Mr. Larson made a motion, and it was seconded by Mr. Reilley, to approve the request from Elkhart County to use the \$22,000 to purchase the software for the Meti-man. Following no discussion,
MOTION CARRIED.

Mr. Larson stated that the Policy Committee also discussed that every member of the commission would receive a copy of the Policy Manual on CD. He noted that the policy manual needed some updates and the committee would look into that issue. He also mentioned that according to Mr. Ewusi's report on administrative support, the temporary support services seemed to be working out.

Training Committee—Chair Vacant

The Training Committee had nothing to report.

Fiscal Committee—Chair Vacant

Mr. Ewusi reported that the Fiscal Committee had not met. However, a committee had been put together with the following roster: Ms. Carol Shelby, Mr. James Prigden, Mr. Dean Larson, Mr. Gary McDaniel (Kosciusko County LEPC Chair), Mr. Sherman Greer, and Mr. Ian Ewusi.

Mr. Ewusi stated that LEPC members are encouraged and welcome to become IERC members and thanked Ms. Jeanne Mahoney of St. Joseph County LEPC for volunteering.

OLD BUSINESS

None

NEW BUSINESS

Mr. Larson stated that in past meetings he had reported on the existence of an advisory group that works with the Department of Homeland Security on higher education throughout the state. The 16-member advisory group had been meeting for two years and had held two conferences. The last conference held in April 2006 was very successful and offered a second track on campus safety and emergency planning. The advisory group had formed a sub-committee and would meet for the first time on August 8, 2006, hosted by Carol Shelby at the Purdue campus. The advisory group would focus on sharing information on Campus Safety and Emergency Planning at schools throughout Indiana, which they believe will be a step forward. Mr. Larson stated that he had recently attended a tabletop exercise about pandemics in Porter County, and it was immediately apparent that the Public Schools in Valparaiso had many different problems on the subject. He indicated that with the help of the advisory group, information on addressing pandemics would be shared among universities and colleges. He stated that he would provide more information to the commission in the future.

Mr. Roberts stated that the whole area of working with Indiana colleges and universities was very exciting and a step forward for Emergency Management and Homeland Security in general as programs were created to further the educational opportunities throughout the state.

Mr. Bradley Gavin commented that there had been a number of changes to the state ethics laws over the past year or two. One of those changes was to require all Special State Appointees to get ethics training. He explained that every member of a state board or commission like the IERC is a Special State Appointee who needs to receive ethics training and that he would try to set up this training to coincide with the next scheduled IERC meeting. He stated that each LEPC member is also a Special State Appointee needing ethics training. Mr. Gavin stated that he hoped to be able to send out information about how to get this training. He noted that the Ethics Commission was willing to send a representative to any county to provide training to the LEPCs. Additionally, ethics training would be available at the LEPC Conference so that people could take advantage of it at that time.

Mr. Larson asked if ethics training completed one time would be sufficient even if an individual serves on more than one commission or committee requiring such training. Mr. Gavin stated that it would suffice and would meet the legal requirement.

Mr. Gavin stated that the ethics online training had a flaw in the system, as it was possible to print the Certificate of Completion without actually taking the course. Mr. Gavin recommended the "in person" ethics training because it would generally be better training and there would be more accurate verification that one had gone through the training.

Mr. Mike Bigler stated that because of the interaction between IDHS and HAZMAT teams in Indiana, LEPCs and the HAZMAT teams seem to work together often. He indicated 3 resulting processes:

- IDHS was trying to make sure that all the HAZMAT teams in Indiana are equipped with 800 megahertz hand-held radios and mobile units. Mr. Bigler stated that before the meeting he had met with Chief Taylor from the South Bend Fire Department to deliver their allotment of radios. The idea was to have standard operating frequencies across the entire state so that HAZMAT teams operating as part of a task force can respond statewide and have common operating frequencies to

communicate with each other. This would be an ongoing process and would probably continue throughout the rest of the summer before all radios would be issued to the HAZMAT teams.

- IDHS intended to use the 43 major HAZMAT teams in Indiana to create task forces in all of the 10 IDHS Planning Districts. The task forces would be able to be deployed from one district to another.
- A Standard Operating Procedure (SOP) explaining the National Incident Management System (NIMS) was being developed by Mr. Larry Hamby with IDHS. The SOP would provide guidance on how the NIMS system works and how to be compliant. Once completed and approved, the SOP would be posted at the IDHS website so that it could be downloaded by persons from HAZMAT teams, fire departments and emergency response agencies.

Mr. Roberts stated that through the new Fireworks Legislation, funding would be available for what would be known as "State and Local Support Units" in the near future. The state and local support units could be HAZMAT teams, district teams, or other entities that provide support for their respective districts or other districts throughout Indiana. He stated that it was IDHS's intent to utilize the state and local support units to work with the Indiana Fire Chiefs Association to develop a Morals and Mutual Aid Plan. Additionally, IDHS was attempting to identify all resources in the state, not only from a HAZMAT perspective, but also from a search and rescue perspective, and provide funds where needed.

REPORT OF THE FIELD COORDINATOR

Mr. Ewusi reported on 2005 LEPC activities, which would be funded in 2006. He indicated that 51 LEPCs had met the funding requirements and were funded at the beginning of that month. Eighteen LEPCs had not met any of the requirements, while 23 LEPCs had met some of the funding requirements and could potentially receive their funding if they met all funding requirements. He noted that for the last 5 years, 74–76 LEPCs had consistently met the annual funding requirements, while 15–17 LEPCs had not. He indicated that he was working with some of the non-compliant LEPCs and hoped to bring them into compliance.

Mr. Ewusi also explained the compilation of the 2006 LEPC activities report which included legal notices, rosters and fiscal reports. There were 62, 65 and 65 submissions respectively. He indicated that LEPCs were being sent monthly email notifications on their submissions to the state and that this helped manage the administrative task of record keeping.

MEMBERSHIP ROSTER APPROVALS

Mr. Ewusi presented the counties for roster approval. Seven LEPCs had submitted their rosters for approval:

Adams Brown Grant Hendricks Lawrence Pulaski Union

Ms. Shelby made a motion to approve the submitted rosters, and Mr. Larson seconded it. Following no discussion, **MOTION CARRIED.**

LEPC COMMENTS

Ms. Jeanne Mahoney, St. Joseph County LEPC Chair, again welcomed the IERC and thanked the commission for holding the meeting in her county. She asked the commission if using LEPC funds for NIMS training was an allowable expense. She indicated that St. Joseph County LEPC would like to provide classroom training at the 700 level where trained instructors from their county may be used. She noted that for those individuals such as public works personnel unable to take the on-line training, this classroom training method would serve very well. Ms. Mahoney asked if there had been any previous inquiry on this subject and/or if the commission had a defined policy.

Mr. Ewusi stated that the Policy and Training Committees would have to review the request.

Mr. Gavin asked for clarification on the request as to what was being paid for, what was being purchased, or what the LEPC was doing with the request.

Ms. Mahoney stated that she thought the 700 level NIMS training expenditure might just entail instructor fees and acquiring copies of the course materials. She indicated that the intended trainees might be on different work shifts and would therefore require after-hours instruction, so compensation for overtime hours may become necessary if not covered by their employers.

Mr. Gavin recommended that the request be formally submitted to the Policy or joint Policy and Training Committee for review and a decision.

Mr. Greer announced that the Vanderburgh County LEPC would like to invite the IERC to hold its September meeting in Evansville. He indicated that the LEPC would be having an LEPC Awareness League starting on September 4, 2006, and culminating with an IERC meeting would be fitting. He also noted that holding an IERC meeting in the southern part of the state was overdue.

There was discussion among the commission members and staff on why or why not to accept Vanderburgh County LEPC's invitation and hold the next meeting in Evansville.

Mr. Larson made a motion to hold the next IERC meeting in Evansville, and Mr. Reilley seconded the motion. Following no further discussion, **MOTION CARRIED.**

PUBLIC COMMENTS

None

COMMENTS FROM COMMITTEE MEMBERS

Mr. Greer stated that the IERC Communications Committee was still looking for profiles from LEPCs to be featured in the *Hoosier Responder* newsletter and that information on the prospective candidates should be sent to the attention of Ms. Dolly Watson or Mr. Ewusi.

NEXT MEETING

Mr. Roberts reported that the next meeting would be in Evansville on Monday, September 11, 2006, at 1:00 P.M.

ADJOURNMENT

Mr. Roberts called for a motion to adjourn the meeting. A motion was made by Mr. Larson and seconded by Ms. Shelby to adjourn the meeting. Following no further discussion, **MOTION CARRIED.**

Mr. Roberts thanked everyone again for coming and stated that their participation in the IERC was certainly appreciated.

THE MEETING WAS ADJOURNED AT 1:44 P.M.

Phil Roberts, Proxy Chair